

TWS Work Plan

HEADING	#	TASK	DUE DATE
Initial Planning	1	Convene Tribal Water Summit Planning Team	done
	2	Develop TWS themes	done
	3	Determine TWS date and locations	done
	4	Create "Save the Date" announcement	done
	5a	Develop formal invitation from Secy. Laird	done
	5b	<ul style="list-style-type: none"> Formal invitation to Governor, Tribes, State agencies, Federal agencies, Tribal organizations 	In Progress
	5c	<ul style="list-style-type: none"> Notify Federal administration to prevent over-booking 	Early Sept.
	6	Create and finalize participation protocols (leaders, staff, observers?)	Done
Logistics	7	Contract for meeting space and hotel rooms	Done
	8	Develop registration page	Done
	9	Develop information page	Sept. 4/In Progress
	10	Create room reservation information/process	Sept. 4/In Progress
	11	Survey pages for those requesting scholarships	Sept. 4/ In Progress
	12	Reformat TWS logo	Done
	13	Finalize meeting room layout and meals options	February 2013
	14	Registration staffing	February 2013
	15	Meeting checklist (materials, supplies, handouts)	March 2013
Media/Outreach	16	Identify webcast options	January 2013
	17	Develop press materials (before, during, after event?)	December 2012
Financial	18	Identify fiscal agent	Done
	19	Seek agency, Tribal and other sponsorship	in progress
Content	20	Design Teams needed for each theme: <ul style="list-style-type: none"> Tribal Ecological Knowledge Watershed Management and Land Use Aboriginal Rights, Needs and Water 	
	20a	Create and convene TWS Design Teams for each theme: <ul style="list-style-type: none"> Identify lead for each theme 	done
	20b	<ul style="list-style-type: none"> Identify potential members 	Sept. 4, In Progress
	20c	<ul style="list-style-type: none"> Invite participation 	Sept. 10, In Progress
	20d	<ul style="list-style-type: none"> Confirm participation 	Sept. 17
	20e	<ul style="list-style-type: none"> Hold first meetings 	early October

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	21	Tribal Ecological Knowledge	separate workplan Due October 15
	22	Watershed Management and Land Use	separate workplan Due October 15
	23	Aboriginal Rights, Needs and Water <ul style="list-style-type: none"> • Mindmap issues 	separate workplan (draft complete) Due October 15
	24	Non-binding resolution (could inform future MOAs/MOUs) <ul style="list-style-type: none"> ○ Identify lead/team ○ Procedure for developing policies, how to work together – need this as a minimum ○ Develop a draft framework that could be used by Tribes in developing MOUs 	Draft completed by December 2012
	25	Design teams share draft concepts and content with entire TWS Planning Team	November 2012 & January 2013
	26	Present draft content to Tribal AC and SASC	Mid-January 2013
	27	Finalize work products	March 1, 2013
	28	Determine whether pre-summit meetings will be held	October 2012
After Summit	29	Briefing materials for media	
	30	TWS proceedings	
Follow-up	31	Tribal surface water rights session	
	32	Tribal water management and planning session	
	33	Action Items Implementation Teams	
Other	34	Identify Tribal liaisons for agencies in California	